

**PROCUREMENT LOG FOR INFORMAL PROCUREMENT PROCEDURES**  
TO BE USED FOR PURCHASES OF \$100,000 OR LESS

Check the box next to the supplier that you choose. If chosen supplier does not provide the lowest overall price, explain decision on attached sheet.

	Item(s) to be Purchased and Specifications	Bid Price	Negotiated Price	Discussion	Date and Method of Contact
<input type="checkbox"/>	Supplier #1				
<input type="checkbox"/>	Supplier #2				
<input type="checkbox"/>	Supplier #3				

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